



Data Quality Clean Up: Q3 Universal Data Elements
Veteran Status, Project Entry Date, Client Location, Disabling Condition

Determine via your DQ Detail Report which clients are flagged with these errors.

For Client Location errors , start at their Dashboard as seen below, moving to click Review Entry Assessment

The screenshot shows the ClientTrack 15 web application interface. At the top, there is a navigation bar with the "ClientTrack" logo, a "Clients" dropdown menu, and a search bar. Below the navigation bar, the user is logged in as "Flash Gordon" with a profile picture and a bell icon. The main content area is titled "Flash Gordon's Dashboard".

Flash Gordon's Information

Name:	Gordon, Flash	Birth Date:	12/6/1969	Age:	47
Gender:	Male	Disabling Condition:	Yes	Veteran:	Yes
Ethnicity:	Hispanic/Latino	Race:	American Indian or Alaska Native, Asian, Black or African American		

Flash's Enrollments

1 result found.

Enrollment Description	Case Members	Enroll Date	Exit Date	Organization	Last Assessment Completed	Enroll ID	Exit ID
My Training Org CoC - PSH	2	04/01/2016	05/18/2017	My Training Organization	05/18/2017	10657	10810

Flash's Services

3 results found.

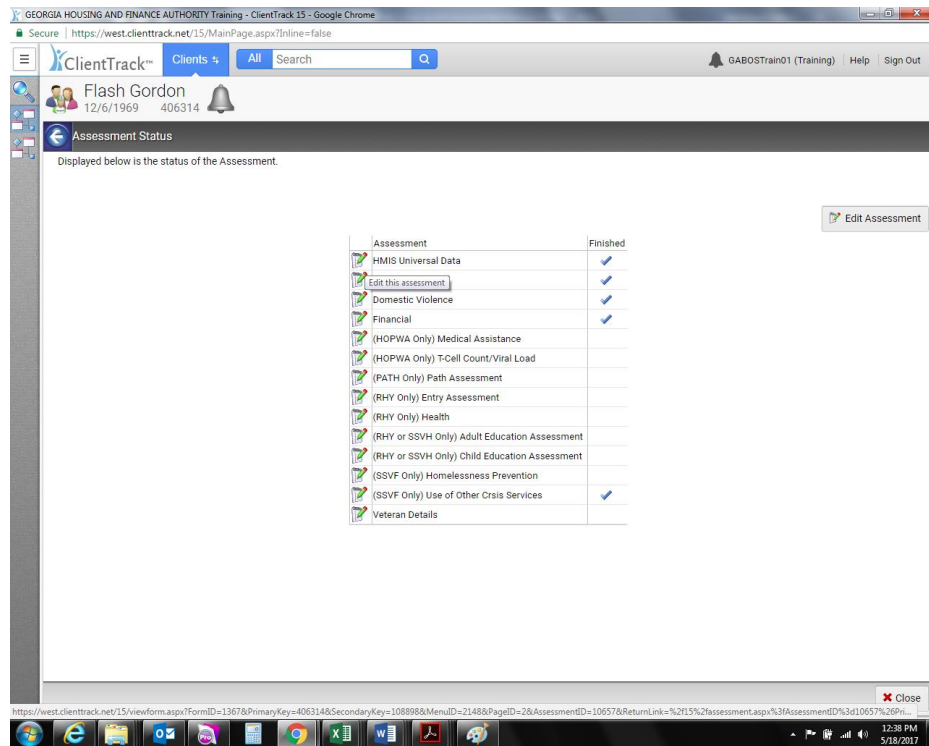
Service	Units	\$ Total	Organization
Case Management	1.00	\$0.00	My Training Organization
Bus Pass	1.00	\$0.00	My Training Organization
Case Management	1.00	\$0.00	My Training Organization

A context menu is open over the first enrollment, showing the following options:

- Re Enter the Enrollment
- Add Family Member
- View Case Members
- Missed Annual/Update Assessment
- Link Assessments
- Associated Assessments
- Exit the Enrollment
- Review Entry Assessments
- Review Exit Assessments
- Delete Enrollment

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 12:35 PM on 5/18/2017.

Click on HMIS Universal Data green pencil to edit



The screenshot shows the 'Assessment Status' page for client Flash Gordon. A table lists various assessments with a green pencil icon for editing. The 'HMIS Universal Data' row is highlighted.

Assessment	Finished
HMIS Universal Data	<input checked="" type="checkbox"/>
Edit this assessment	<input checked="" type="checkbox"/>
Domestic Violence	<input checked="" type="checkbox"/>
Financial	<input checked="" type="checkbox"/>
(HOPIWA Only) Medical Assistance	<input type="checkbox"/>
(HOPIWA Only) T-Cell Count/Viral Load	<input type="checkbox"/>
(PATH Only) Path Assessment	<input type="checkbox"/>
(RHY Only) Entry Assessment	<input type="checkbox"/>
(RHY Only) Health	<input type="checkbox"/>
(RHY or SSVH Only) Adult Education Assessment	<input type="checkbox"/>
(RHY or SSVH Only) Child Education Assessment	<input type="checkbox"/>
(SSVF Only) Homelessness Prevention	<input type="checkbox"/>
(SSVF Only) Use of Other Crisis Services	<input checked="" type="checkbox"/>
Veteran Details	<input type="checkbox"/>

For Client Location, reference the highlighted box below and provide agencies CoC location (by grant as many sponsors span multiple CoC's). Click save.



The screenshot shows the 'Universal Data Assessment' page for client Flash Gordon. The 'Client Location' field is highlighted with a red box. The 'Living Situation' section is also visible.

Assessment Active

Complete the information below related to the selected client's housing status and other relevant information.
Note: Because 3.917 reflects real time data entry as described in the Data Dictionary, the Default Last Assessment button will not bring in any 3.917 data.

Assessment Active

Default Client's Last Assessment

Assessment Date: 12/29/2016
Age at Assessment: 47
Program ID: 19630
Enrollment: My Training Org CoC - PSH - 04/01/2016 to 05/18/2017
Assessment Type: Entry
Housing Status: Category 1 - Homeless

Client Location - Select or enter the CoC code assigned to the geographic area where the head of household is staying at the time of project entry.

Client Location: GA-500 - Atlanta CoC

Living Situation - Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.

Type of Residence: Emergency shelter, including hotel or motel paid for with emergency shelter voucher (1)
Length of stay in the prior living situation: One month or more, but less than 90 days
Approximate date homelessness started: 10/03/2016
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today: Three times
Total number of months homeless:

Save Cancel

To update Veteran and Disabling Condition go to Household Members, correct information and save.

GEORGIA HOUSING AND FINANCE AUTHORITY Training - ClientTrack 15 - Google Chrome

Secure | https://west.clienttrack.net/15/MainPage.aspx?Inline=false

ClientTrack™ Clients All flash g

GABOSTrain01 (Training) Help Sign Out

Flash Gordon 12/6/1969 406314

Family Members

The selected client's family members are displayed below. You may search for existing clients to add to this family or add new clients to the database and associate them with this family.

It's important to note that family members are the people who the client is related to. Family isn't always the same as a client's household. According to HUD "[a] household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed)." (Data Manual)

This workflow will allow you to enroll all family members or select which family members you want to enroll

3 results found (+1).

SSN Quality	Relationship to Head of Household	Disabling Condition	Veteran Status	Race	Ethnicity	Pregnancy Status
Client doesn't know	Self	Yes	Yes	American Indian or Alaska Native, Asian, Black or African American	Hispanic/Latino	
Client doesn't know	Spouse	Yes	No	American Indian or Alaska Native, Asian, Black or African American	Hispanic/Latino	
Client doesn't know	Daughter	Yes	No	American Indian or Alaska Native, Asian, Black or African American	Hispanic/Latino	
-- SELECT --	-- SELECT --	-- SELECT --	-- SELECT --	-- SELECT --	-- SELECT --	

Save Save & Close Cancel

To address Project Entry Date errors, you would once again go into Edit Enrollment Workflow

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Flash Gordon 12/6/1969 406314

Flash Gordon's Dashboard

Flash Gordon's Information

Name: Gordon, Flash Birth Date: 12/6/1969 Age: 47

Gender: Male Disabling Condition: Yes Veteran: Yes

Ethnicity: Hispanic/Latino Race: American Indian or Alaska Native, Asian, Black or African American

Flash's Enrollments

1 result found.

Enrollment Description	Case Members	Enroll Date	Exit Date	Organization	Last Assessment Completed	Enroll ID	Exit ID
My Training Org CoC - PSH	2	04/01/2016		My Training Organization	04/01/2017	10657	

Current

- Edit Enrollment Workflow
- Add Family Member
- View Case Members
- Update/Annual Assessment
- Link Assessments
- Associated Assessments
- Exit the Enrollment
- Review Entry Assessments
- Delete Enrollment

3 results found.

Service	Units	\$ Total	Organization
Case Management	1.00	\$0.00	My Training Organization
Bus Pass	1.00	\$0.00	My Training Organization
Case Management	1.00	\$0.00	My Training Organization

And go to Program Enrollment (left side under intake). You would put in an entry date in the section highlighted below. As mentioned in the webinar, this shouldn't be a common error. Correct, click SAVE.

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Flash Gordon
12/6/1969 406314

Intake

- Basic Client Information
- Family Members
- Program Enrollment

HUD Program Enrollment

Select the **Program** you are enrolling the client into. ClientTrack will display a list of clients in the client's family. Please select all the clients you are enrolling.

Program: * My Training Org CoC - PSH

Household - Excerpt from the HMIS Data Standards Manual "A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed)."

<input type="checkbox"/>	Name	Gender	Age	Project Entry Date	Case Manager	Relationship to Head of Household	Date Of Move In
<input checked="" type="checkbox"/>	Gordon, Flash	Male	47	04/01/2016	Michelle Milliken	Self	
<input checked="" type="checkbox"/>	Hero, Ineeda	Female	40			-- SELECT --	
<input checked="" type="checkbox"/>	America, Captain	Male	11	04/01/2016	Michelle Milliken	Other Non-Family	
	2						

Restriction:
☐ Restrict to Organization
☒ Restrict to MOU/InfoRelease

Save No Changes

1:26 PM 5/18/2017